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ATTN :

Chief, Administrative Staff

17 March 1959

Deputy Chief, Fiscal Division

Transfer of Imprest Fund Accountability

1. Reference is made to our telephone conversation of 11 March 1959 regarding action to be taken by incoming and outgoing Imprest Fund Cashiers for the transfer of accountability of imprest funds.

2. The transfer should be made as follows:

(1) Upon advice of designation of the new Imprest Fund Cashier, the outgoing Imprest Fund Cashier should submit a statement, to the Disbursing Officer, that the cash on hand was transferred to the incoming Imprest Fund Cashier. The incoming Imprest Fund Cashier should, likewise, submit a statement, to the Disbursing Officer, acknowledging receipt of the advance. A receipt for the funds transferred should be secured by the outgoing Imprest Fund Cashier from the incoming Imprest Fund Cashier.

(2) The outgoing Imprest Fund Cashier should prepare a reimbursement voucher in his name for the paid vouchers on hand which he has not forwarded for reimbursement and note on the reimbursement voucher MAKE CHECK PAYABLE TO "NAME" of the incoming Imprest Fund Cashier.

3. The cash on hand transferred, plus the reimbursement check, should equal the total imprest fund authorized.

4. A signed copy of the statements transferring cash on hand should be forwarded to the Chief, Fiscal Division.

5. Transfer of funds should not be made before designation of the new Imprest Fund Cashier, nor should payments be made from the fund by a named employee before he is designated as an Imprest Fund Cashier.

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c.c. Fiscal File
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